

RFTOP # 76

TITLE: Support for a 4-day conference entitled "International Meeting of AAA Proteins"

A. POINT OF CONTACT NAME: Anthony Revenis

Proposal Address:
6011 Executive Blvd. Rm 529S
Rockville, MD 20892-7663

Billing Address:
Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 07/29/02-07/31/03

C. PRICING METHOD: Time and Material. Firms should submit fixed hourly prices for the types of positions that are likely to be needed for this work and a method for pricing other positions (consider a formula based on the employee's compensation rate). Firms should also propose a handling charge for pass through costs. Separate rates may be proposed for sub-contracts and consultants.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to the Point of Contact by e-mail. Please enter in the subject line the following text: "RFTOP #76 -- Proposal from [insert your firm name]." A signed task order form may be scanned and submitted or will be requested later from the successful bidder.

E. RESPONSE DUE DATE: Proposals are due no later than 10:00 PM EDT on August 5, 2002.

F. TASK DESCRIPTION:

This is a 4-day meeting currently scheduled to be held from April 1-4, 2003 at the Natcher Conference Center on the NIH campus, or at an outside site depending on campus security and price. There will be approximately 150 participants, audiovisual will need to be provided for speakers, and approximately 50 posters will be displayed throughout the length of the conference. This meeting will have approximately 15 invited guest in which their travel will be paid for by the NCI. In addition, the International Meeting will have approximately 40 travelers, 20 of them foreign, and 20 domestic.

I. **The tasks required by the contractor include:**

1. Establishing a Web site for the conference to be up and running in basic form by October 1, 2002; this site will initially only have general information about the

meeting (site, date, etc), but will eventually need to be developed to handle online registration, hotel reservations and abstract submission for all participants, much as the NCI Retreat Web site does currently each year.

2. Coordinating with the 40 invited guest speakers their hotel reservations and travel plans, and confirmation of their attendance.
3. Preparing travel orders and vouchers for the 40 invited guest speakers. Travel expenses to be covered will consist of transportation, meals and lodging (some honoraria, based on industry and Society contributions to the meeting, will be awarded).
4. Coordinating with the conference site for Symposia and concurrent session layouts, audiovisual requirements and poster board rental and setup as necessary.
5. Coordinating an opening Reception of April 1-4, 2003, and sightseeing tour and Conference Awards banquet planned for April 3.
6. Collating and formatting abstracts submitted online and interacting with the Task Order Manager (TOM) to develop a layout for the scientific program.
7. Formatting the program and abstracts for publication in a scientific journal (formatting guidelines to be supplied by the TOM).
8. Producing a conference folder, a name badge, a certificate of attendance, a copy of the journal supplement with the program and abstracts, a participant roster and other conference materials to be distributed to all participants at the meeting.
9. Providing and handling payment for coffee service for am and p.m. breaks.

G. EVALUATION FACTORS

I. Corporate Experience/Past Performance

Demonstrated successful experience in conducting this type of meeting. Please include information for reference contacts. Firms are encouraged to highlight similar topic and audiences in their experience.

The references provided by the contractor may be contacted to assess the contractor's: (1) record of conforming to specifications and standards of good workmanship; (2) adherence to contract schedules, including administrative aspects of performance; (3) reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and (4) record of controlling and forecasting costs.

The evaluation will be based on information obtained from references provided by the contractor, other relevant past performance information obtained from other

sources, and any information supplied by the contractor concerning problems encountered and corrective action taken.

The Government will consider the currency and relevance of the information, source of information, context of the data, and general trends in the contractor's performance.

II. Staff

The offeror shall include resumes for key personnel.

III. Cost

While price is not the most important evaluation factor, costs will be considered in determining the firm that represents the best value to the Government.

Task Order #NICS-76

TITLE: Support for a 4-day conference entitled "International Meeting of AAA Proteins" April 2003

PART II - CONTRACTOR'S REPLY:

CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: FFP

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED: _____
FAX # Signature - Project Officer Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator Date